

ADDITIONAL TERMS AND CONDITIONS

The Client

The Signature to this timesheet is an acknowledgment that the temporary office named (herein known as "The Service") has incurred substantial recruitment, screening, administrative and marketing expense in providing the services of the temporary employee identified on the reverse side. We agree not to hire directly or indirectly, or to use the services of the temporary employee without contacting "The Service" to establish fair compensation for losses incurred in the advertising, screening, testing, interviewing, and assigning by said employee, referred to as "liquidated damages."

The person signing on the reverse side hereof, certifies on behalf of himself or herself and the client that: (1) he or she is authorized to sign on behalf of the Client; (2) that the hours worked and the information listed on the reverse is correct; (3) the services of the employee identified on the reverse side were satisfactory; (4) the Client has not and will not entrust "The Service" employees with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from "The Service" in each instance, and that it acknowledges that "The Service's" insurance does not cover any loss or damage resulting therefrom and will therefore indemnify and hold "The Service" harmless from any such claims, including the defense thereof, arising out of a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other public liability damage; (5) "The Service" is not responsible to Client or others for claims made under its fidelity bond, unless such claims are reported to "The Service" in writing by the Client within thirty (30) days after occurrence; and (6) Client will indemnify "The Service" from claims or liabilities pursuant to the Occupational Safety and Health Act governing the premises owned or controlled by Client and to which "The Service" employees are assigned to perform services in or are present in. The Client recognizes that "The Service" has an employer/employee relationship with temporary personnel assigned to the Client and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., with our office only.

The Client agrees to pay interest at the rate of one and one-half (1-1/2%) percent per month (18% per annum) on charges remaining unpaid thirty (30) days after the invoice date and reasonable attorneys' fees and expenses of collection, if "The Service" engages an attorney to enforce payment of any charges incurred."



GROUP TIME SHEET

JOB NUMBER	SKILL CODE	WEEK ENDING DATE

CLIENT NUMBER	CLIENT NAME	CLIENT ADDRESS

BRANCH LOCATION/OFFICE	CROSS OUT DAYS NOT WORKED ENTER ACTUAL HOURS WORKED 4 HOURS MINIMUM PER EMPLOYEE PER DAY	THE UNDERSIGNED EMPLOYEE CERTIFIES THE HOURS SHOWN HERE REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME AND WERE PROPERLY VERIFIED BY THE CLIENT.

EMPLOYEE	NAME	SOCIAL SECURITY NO.	MON	TUES	WED	THUR	FRI	SAT	SUN	HOURS THIS WEEK			EMPLOYEE SIGNATURE	FOR OFFICE USE ONLY
										REG	OT	TOTAL		
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														

AUTHORIZED BY (PLEASE PRINT)	CLIENT'S SIGNATURE	DATE	CLIENT: YOUR SIGNATURE HEREON REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDES HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK PERFORMED WAS SATISFACTORILY COMPLETED.

White - Office Copy

Yellow - Client Copy

Pink - Copy